

MONTHLY STATUS REPORT FROM A DOMAIN SUBCOMMITTEE

Meeting Information

Meeting Date and Time:

Domain Team:

Team Leader:

Members Attending the Meeting:

Meeting Details

Meeting Agenda

Adapt as needed, but these should be probable items.

- member reports on on-going research
- subcommittee status reports (if any)
- TBD (use as needed)
- action items
- new business

Results of On-Going Research

Briefly, describe results and recommendations from on-going research.

Subcommittee Status Reports

Briefly, describe status of any subcommittee activities.

TBD

Use this space to report on other team matters, research, evaluations, progress, etc.

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Action Items

Use this space to report on items needed resolution, next steps needed, etc.

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Comments

Use this space for any comments, suggestions, etc.

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